

Workforce Planning


Tools to Close the Gap
Community Health



Tool Samples

- ◆ Change Job Specifications
- ◆ Academic Internships
- ◆ Recruitment

Change Job Specifications

- ◆ Hard to fill position
 - ◆ Had capable staff but they couldn't apply because of the job spec's
 - ◆ Changed the education and experience requirements on the class spec's
 - ◆ Created career path for employees
- 
- A stylized, dark teal silhouette of a mountain range is positioned in the bottom right corner of the slide, partially overlapping the bottom edge of the text area.

Academic Internships

◆ Needs Assessment

- Network with colleges and universities
- Consistent, deliberate communication
- Execute legal paperwork
- Log and file documentation

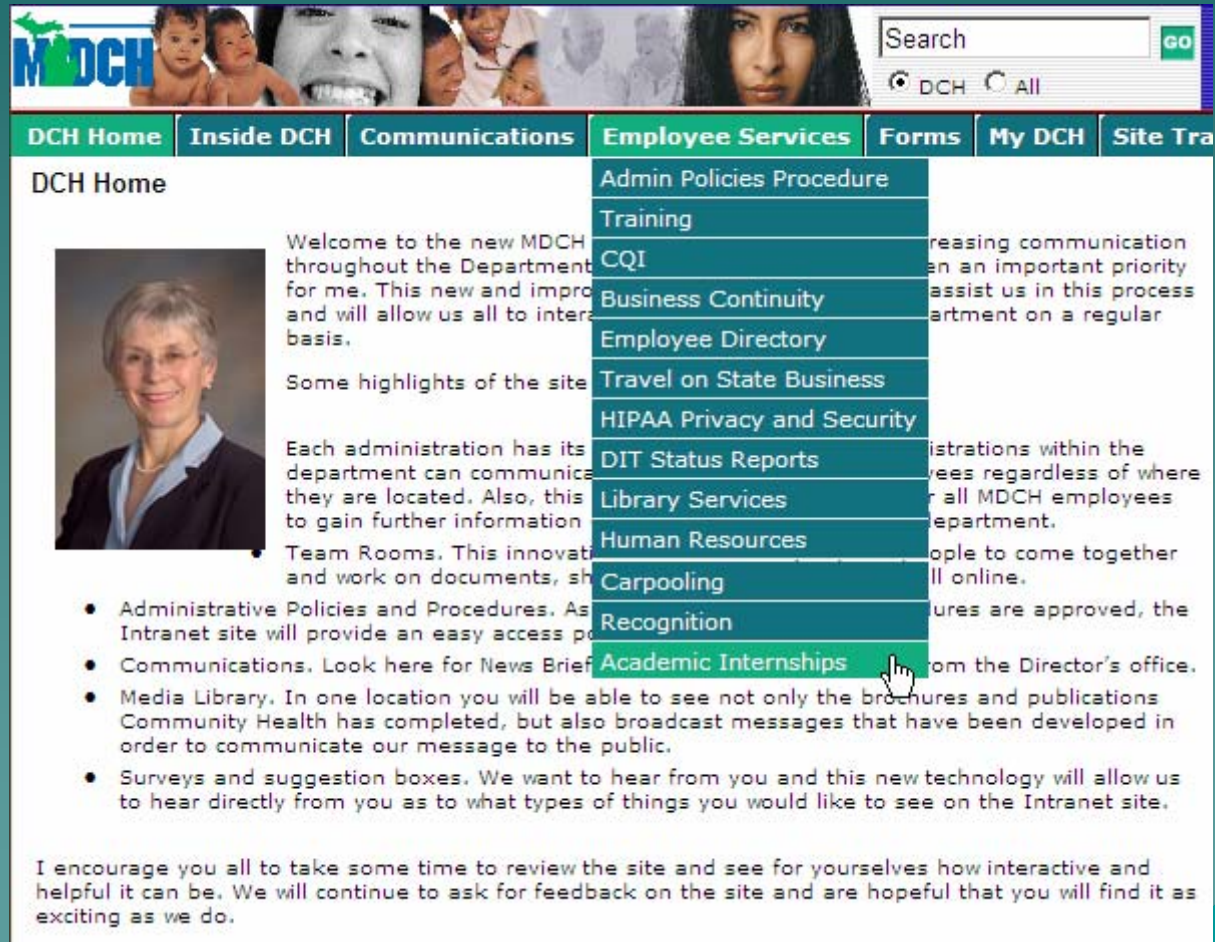
Academic Internships

- ◆ The internship experience
 - Meaningful work in selected field of study
 - Promote the value of being a civil servant
 - Encourage future state employment
 - Educate intern about jobs website
 - Evaluate intern's experience

Academic Internships

- ◆ How the concept was implemented
 - Director and Deputies Sponsorship
 - Policy and Procedure
 - Intranet Support
 - Internet Portal

Internal Support



The screenshot displays the MDCH Intranet homepage. At the top, there is a banner with the MDCH logo and a collage of people's faces. Below the banner is a navigation bar with tabs: DCH Home, Inside DCH, Communications, Employee Services, Forms, My DCH, and Site Tra. The 'Employee Services' tab is currently selected, and its dropdown menu is open, listing various services: Admin Policies Procedure, Training, CQI, Business Continuity, Employee Directory, Travel on State Business, HIPAA Privacy and Security, DIT Status Reports, Library Services, Human Resources, Carpooling, Recognition, and Academic Internships. A mouse cursor is pointing at the 'Academic Internships' option.

DCH Home

Welcome to the new MDCH Intranet site. This new and improved site will allow us all to interact on a regular basis.

Some highlights of the site:

- Each administration has its own department can communicate they are located. Also, this to gain further information.
- Team Rooms. This innovative and work on documents, share

- Administrative Policies and Procedures. As the Intranet site will provide an easy access point.
- Communications. Look here for News Briefs and other information from the Director's office.
- Media Library. In one location you will be able to see not only the brochures and publications Community Health has completed, but also broadcast messages that have been developed in order to communicate our message to the public.
- Surveys and suggestion boxes. We want to hear from you and this new technology will allow us to hear directly from you as to what types of things you would like to see on the Intranet site.

I encourage you all to take some time to review the site and see for yourselves how interactive and helpful it can be. We will continue to ask for feedback on the site and are hopeful that you will find it as exciting as we do.

Internal Support

Academic Internships

[Choose Content](#) | [Move Content](#)

Academic Internship Program

Overview

Academic Internships are a great way for students to gain real-work experience in their field of study, while receiving academic credit. Internships are also an important recruiting tool for finding future employees for DCH.

If you are interested in hosting an intern, speak with your supervisor or Internship Coordinator. For complete details, please refer to the [Academic Internship Policy and Procedure](#).

Benefits

Benefits of mentoring an intern include: assistance with projects, opportunity to develop students, developing your management skills, learning fresh perspectives, establishing/maintaining academic institution networks, and much more.

Expectations

Internships should be a meaningful experience for the student, offering real-work exposure in their chosen field. Internships will promote working for DCH and the value of being a civil servant. The supervising manager/mentor will be responsible for the intern's duties, interacting with their academic institution, scheduling, and any required reporting for the academic institution and DCH.

Hosting an Intern

Employees interested in hosting an intern are encouraged to develop a network of contacts with academic institutions, and their respective disciplines. To facilitate open and consistent communication, DCH will have a section of our Internet website dedicated to internships. Intern candidates should be directed to the website to apply.

Again, if you are interested in hosting an intern, speak with your supervisor or Internship Coordinator. For complete details, please refer to the [Academic Internship Policy and Procedure](#).

Getting Started

To Begin

Contact your Internship Coordinator to discuss the requirements to request an intern position.

List of Internship Coordinators:

Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Mental Health	Jan Zwarka	zwarka1@michigan.gov
Medical Services	Lynn Cords	CORDS@michigan.gov
Health Policy, Regulations & Professions	Carol Griffiths	GriffithsC@michigan.gov
Operations	Nancy Houts	HoutsN@michigan.gov
Other	Helene Larson	LARSON@michigan.gov

For complete details, view the [Academic Internship Policy and Procedure](#).

Tools and Forms

[Academic Intern Application](#)--To be completed by Intern

[Academic Intern Checklist](#)--To be completed by Mentor

[Academic Intern Exit Checklist](#)--To be completed by Mentor

[Academic Intern Exit Questionnaire](#)--To be completed by Intern

Internet Portal

**MDCH**
Michigan.gov Home

**Department of Community Health**
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Michigan.gov
The Official State of Michigan Website

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- Might I be eligible for benefits? Click here to find out
- Local Health Department Map
- GENDIS - Genealogical Data

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[Physical Health & Prevention](#)
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michigan steps up
michiganstepsup.org

Safe Delivery of Newborns 

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[Podcasts From the Director](#)



The Michigan Department of Community Health has added podcasts as a new feature on the Web site. MDCH wants to further communicate our health message to you.

All podcasts will feature tips and information on various topics such as the benefits of maintaining a healthy heart, visiting a doctor and dentist routinely, eating the right foods and exercising.

The podcasts will be updated regularly to accompany various events and news related to health issues in Michigan. Please, enjoy this new tool as you take charge of your health.

[Open the Podcast Page](#)

Internet Portal

**Michigan.gov**
The Official State of Michigan Website

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Birth, Death, Marriage and Divorce Records
Physical Health & Prevention

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Academic Internships

Welcome to the Department of Community Health (DCH) Internship information page.

At DCH we are looking for talented, dedicated, innovative students and graduates that want to gain the experience and knowledge of public service, while getting academic credit.

Program Highlights

- Interns work closely with professionals on projects, present project findings, and experience career development
- Internships are non-paid positions
- Interns will be shown how to apply for full-time positions
- We provide a flexible and diverse work environment for our interns and employees



Application Process

Interested candidates should complete an [Academic Intern Application](#) and e-mail it to the appropriate Internship Coordinator. All applicants will receive e-mail notification that their information was received.

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Internet Portal

Pregnant Women, Children & Families
Mental Health & Substance Abuse
Health Care Coverage
Statistics and Reports
Providers
Health Systems & Health Profession Licensing

List of Internship Coordinators:

Administration	Description	Coordinator	E-mail
Public Health	Chronic Disease, Family Maternal and Child Health, Epidemiology, Laboratories, etc.	Stella Christian	ChristianS@michigan.gov
Mental Health	Substance Abuse and Addiction, Hospitals Center and Forensic, Community Mental Health, etc.	Jan Zwarka	zwarka1@michigan.gov
Medical Services	Medicaid Policy, Financial Management, Program Operations and quality Assurance, etc.	Lynn Cords	CORDS@michigan.gov
Health Policy, Regulations & Professions	Planning Access to Care, Professional Regulation and Licensing, Law, etc.	Carol Griffiths	GriffithsC@michigan.gov
Operations	Budget, Audit and Finance, etc.	Nancy Houts	HoutsN@michigan.gov
Other	Long Term Care, Recipient Rights, Developmental Disabilities, Services to the Aging, Drug Control Policy, Chief Medical Executive, Chief Nurse Executive, Legislative Liaison, Public Relations, etc.	Helene Larson	LARSON@michigan.gov

Recruitment

◆ Campaign Elements

- Department Overview Video
- DCH Web Pages
- Brochure
- Banner
- Informal

Careers/Recruiting Web Pages

The screenshot displays the Michigan Department of Community Health (MDCH) website. At the top, the MDCH logo is on the left, and a row of six small images shows diverse people. To the right is the 'Michigan.gov' logo with the tagline 'The Official State of Michigan Website'. Below the logo is a search bar with a 'GO' button. A navigation bar contains links: 'Michigan.gov Home', 'MDCH Home', 'Online Services', 'Sitemap', and 'Contact MDCH'. Below this are links for 'Printer Friendly', 'Text Version', 'Email Page', and 'Text Size'. The main content area is titled 'Careers with MDCH' and features a grid of eight images with text overlays: 'about us', 'benefits', 'job openings', 'recognition', 'career planning', 'diversity', 'community involvement', and 'where we operate'. On the left side, there is a 'Inside Community Health' menu with a list of departments and a 'Careers in MDCH' sub-menu. On the right side, there are links for 'Departments/Agencies', 'Online Services', 'Surveys', and 'RSS Feeds', along with a 'Related Content' section.

Michigan.gov
The Official State of Michigan Website

Search **GO**

Michigan.gov Home | **MDCH Home** | **Online Services** | **Sitemap** | **Contact MDCH**

Inside Community Health

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- > Injury and Violence Prevention
- > **Careers in MDCH**

Careers with MDCH

- about us
- benefits
- job openings
- recognition
- career planning
- diversity
- community involvement
- where we operate

Departments/Agencies

- Online Services
- Surveys
- RSS Feeds

Related Content

- [\[edit\]](#)

[\[Edit Category\]](#) [\[add new\]](#)

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> Careers in MDCH

- About Us
 - Career Planning
 - Benefits**
 - Community Involvement
 - Diversity
 - Job Openings
 - Recognition
 - Where We Operate
- > Medical Services

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Benefits

Working for the State of Michigan offers many advantages. As an employee you receive excellent pay, [benefits](#), paid holidays and vacation and a portable retirement plan.

Health, Dental, Vision



The state pays for a large portion of [health](#) and [dental](#) insurance for employees and eligible dependents (90% or more). [Vision](#) insurance is provided at no cost. Employees may continue the insurance coverage as an eligible retiree, with the state paying up to 90% of your retiree health benefits.

Perks

Michigan's paid [leave](#) includes twelve holidays per calendar year, personal/vacation days and sick leave, eight hours of [community leave](#) to donate time to your favorite cause. Additional perks include discounts at [fitness clubs](#), retailers, and on other products and service. Flexible work schedules are encouraged, including a compressed workweek and teleworking.



Departments/Agencies

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- Might I be eligible for benefits? Click here to find out [\[edit\]](#)
- Local Health Department Map [\[edit\]](#)
- GENDIS - Genealogical Data [\[edit\]](#)

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More Topics



[\[edit\]](#)

www.michigan.gov

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- > Mental Health and Substance Abuse Administration
- > News Releases

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Recognition

The Michigan Department of Community Health (DCH) has been recognized nationally for their accomplishments. We also celebrate individual and team successes.



Recognition Program

DCH understands that feeling appreciated and being recognized is essential in the workplace. The Employee Recognition Program is a great way to keep all of us excited and motivated while at work.

- **Longevity Recognition:** At DCH longevity is encouraged because we want to keep the knowledge and experience that our employees have. After six years of full time employment, an employee is eligible for an annual longevity payment.
- **Informal Recognition:** This recognition is awarded by supervisors and co-workers for a job well done. It is often given on-the-spot and spontaneous in nature.
- **Formal Recognition:** This recognition is awarded annually given to individuals and teams excelling in various categories. Including: Leader Within, Above and Beyond, Compassion for People, Innovative Solution, Passion for Your Career, Workforce Planning, Internal or External Accomplishments, Individual or Team Development and Employee Recognition.
- **Director's Choice Contest:** This contest consists of winners from each administration's Formal Recognition Programs that compete for the prestigious Director's Choice Awards.

Departments/Agencies

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- Emerging Diseases [\[edit\]](#)
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Career Planning

Whether you've just graduated or are looking for a different career, you may be a perfect fit at the Michigan Department of Community Health (DCH). We look for people that want to work together to make a difference by providing public service to the people of Michigan.



To assist you in your job search, the Michigan Department of Civil Service (MDCS) offers [employment information](#) and [career assistance](#) on the following:

- State job qualifications
- Career planning
- Career interest assessments
- Writing resumes & cover letters
- Interviewing tips

Recruiting

At DCH we continue to look for talent that would be a great fit. We attend various career fairs throughout the state to help potential employees know how to look for state job postings.

2008 Career Fairs we attended:

- [Eastern Michigan University](#)
- [Michigan State University](#)

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Diversity

A note from the Director of the Michigan Department of Community Health, Janet Olszewski:



"The goal of the Michigan Department of Community Health is to protect and promote the health and safety of all citizens. In order to fully realize our goal, we need a workforce that is as diverse in race, ethnicity, and culture as our state. Diversity within MDCH is an essential factor in improving Michigan's health."

Valuing Diversity

DCH is committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness. We value the unique talents and perspective of employees. DCH believes that a diverse workforce provides the opportunity for a multiplicity of viewpoints and ideas that can lead to creative and effective problem solving, mutual respect, teamwork and effective communication with the people we serve.

Diversity Committee

A diversity committee was formed to help understand, raise awareness and implement diversity in DCH. The committee ensures that DCH continually strives to foster a culture of inclusion and understanding.

Equal Employment Opportunity (EEO)

It is the policy of the State of Michigan and its departments and agencies to pursue equal employment opportunity regardless of race, religion, color, sex,



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training
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Where We Operate

There are many benefits to living in the beautiful state of Michigan. It truly is a great place to live, work and play. Michigan is known for its natural beauty, with thousands of miles of sandy [beaches](#). We are lucky to have the four seasons, because there is always something fun to do. There is fantastic outdoor recreation, excellent entertainment, great sports, and fabulous shopping.

The Michigan Department of Community of Health (DCH) is located in different cities throughout the state. Including:

Lansing	Detroit	Grand Rapids
Caro	Gaylord	Houghton
Sterling Heights	Ann Arbor	Northville
Kalamazoo	Mt. Pleasant	Westland

Recreation & Entertainment

Enjoy recreation year-round with boating, [golfing](#), snowboarding, hunting, fishing, hiking, [biking](#) or camping. Michigan's cities have great local clubs, restaurants, [microbreweries](#) and coffeehouses. And there are unique [festivals](#) year-round.

Sports

If you live for sports, then Michigan is the place for you. Check out our great sports teams:

- [Detroit Red Wings](#)
- [Detroit Tigers](#)
- [Detroit Pistons](#)
- [Detroit Lions](#)
- [Michigan State Spartans](#)
- [University of Michigan Wolverines](#)



Shopping

Passionate about shopping? Then you're gonna love our local shops, specialty boutiques, outlets, and malls. Some examples include:



[Great Lakes Crossing](#) in Auburn Hills, MI
[Twelve Oaks Mall](#) in Novi, MI
[Somerset Collection](#) in Troy, MI
[Eastwood Towne Center](#) in Lansing, MI
[Woodland Mall](#) in Grand Rapids, MI

Recruit Brochure Front

work someplace where you can make a difference

We are not just the people who decide who does and does not get Medicaid. While that is hugely important, we have other great jobs available, too.

Hospitals and Centers staff provide services to people with developmental disabilities and mental illness;

Newborn Screening staff perform lab tests to make sure babies are well when they are born. And if they're not healthy, we connect them with treatment;

Vital Records staff help people do genealogy, and they provide birth and death certificates to families who need them;

HIV/AIDS staff work to advance the latest knowledge about prevention and treatment, and they work with community partners to fund programs and serve clients;

WIC staff help moms and babies get access to healthy, fresh food;

Adolescent and School-based Health staff work to help teens with nutrition, family planning, mental wellness, and increasing physical activity;

Health Facilities staff make sure hospitals are designed to serve the communities we live in, and they monitor things like your Grandma's care in the assisted living center;

Substance Abuse staff work to help people overcome addictions like drugs and gambling.

And much, much more! It's refreshing to work someplace where you make a difference in people's lives.

check us out:
michigan.gov/
mdch/careers

Michigan Department
of Community Health



MDCH is an Equal Opportunity Employer,
Services and Programs Provider.
10,000 printed at ### cents each
with a total cost of \$###.##.

Looking for
a career
in Michigan?



Michigan Department
of Community Health



Recruit Brochure Back

benefits

Health, Dental and Vision

The state pays for a large portion of health and dental insurance for employees and eligible dependents -90% or more. Vision is provided at no cost to you. Employees may continue these coverages as an eligible retiree, with the state paying up to 90% of your retiree health benefits.

Perks

- Twelve paid holidays per calendar year
- Paid personal/vacation days and sick leave
- Eight hours of Community Leave to donate your time to your favorite cause
- Discounts at fitness clubs, retailers, and on other products and services
- Flexible work schedules

Retirement

Employees receive a minimum 4% state contribution toward their retirement fund. If an employee contributes more, the state will match that percent -up to 3%. Employees may invest income in a tax-deferred investment program. Employees are 100% vested after 4 years.

Life

The state pays for basic life insurance for employees. Employees may purchase additional life insurance for eligible dependents. If employees choose "Reduced Basic Life" insurance, a bi-weekly refund is paid to the employee.

Other

The state also makes optional insurances available for you to purchase, like accidental death and dismemberment, long-term disability and long-term care.

it's about you

Career Planning

Take charge of your upward or lateral career path. We'll help you develop an Individual Development Plan to manage your professional development.

Recognition

The Michigan Department of Community Health has been recognized nationally for their accomplishments. We celebrate your individual and team successes, too.



Diversity

We strive to be a diverse organization. Embracing diversity helps us value each other's opinion and better serve our clients.

Community Involvement

All of our positions touch the citizens of Michigan, directly or indirectly, helping our most vulnerable populations. It's gratifying. Plus you can be paid for eight hours of Community Leave to donate your time to your favorite cause.

where you'll live

Great Cities

You can keep living in the place where you went to school, or you can move somewhere like Portland, MI which is a Cool City with a fabulous trail system for biking and a great small-town atmosphere. Not your style? From Detroit to Ann Arbor, Lansing to Grand Rapids, or Gaylord to the Upper Peninsula, Michigan has great places to live, work and play.

Outdoor Recreation

Michigan is known for its natural beauty, with thousands of miles of sandy beaches. Enjoy recreation all year ... on the water, hiking, biking, snow boarding, hunting, fishing, camping and lots more!

Entertainment

Michigan's cities have great local clubs, restaurants and coffeehouses. There are unique festivals year-round. Venues for music, movies, arts and history can be found around the state.

Sports

If you like sports then Michigan is the place for you. Enjoy the Detroit Red Wings, Tigers, Pistons and Lions. Check out teams from the American Hockey League and Minor League. If you want Big Ten action, support the University of Michigan Wolverines and the Michigan State Spartans.

Shopping

There's great shopping to be had, including local shops, specialty boutiques, outlets, and malls like Great Lakes Crossing, Twelve Oaks Mall, and River Town Crossings, to name a few.

Recruitment Banner



Looking for
a career
in Michigan?

Work someplace where you can
make a difference in people's lives.

Insurance: 90% paid health, dental, vision
retirement: 401(k) up to 7% state contribution, 100% vested after 4 years
perks: 12 paid holidays/year, paid sick and vacation days, flexible schedules, discounts at fitness clubs and retailers
career planning: take charge of your professional development and career
recognition: we celebrate your successes
diversity: embracing diversity helps us value each other's opinions and better serve our clients
community involvement: get 8 hours of community leave to donate your time to your favorite cause

Michigan Department
of Community Health

MICH



Questions?